

MEMORANDUM FOR: Chief, A&TS, Logistics Branch

SUBJECT : Purchase of Index Guide Cards

REFERENCE : Special Clearance Center Memo, dated
10 October 1963, subject: Request for
Index Guide Cards

1. Based on the referenced request an analysis was made of the Alphabetical and Organizational Indexes in the Special Clearance Center and it was found the following indexing supplies are needed and should be ordered:

- a. Two thousand five hundred (2,500 cards)
(50 boxes) of "AICO" Horizontal Tab Guides
with "Rip Proof" Mylar Tu-Face AG Tabs,
for use with IBM cards and with 1/5 cut tabs
in the following three positions:

Position No. 1 - 1,000 guides (20 boxes)
Position No. 2 - 1,000 guides (20 boxes)
Position No. 3 - 500 guides (10 boxes)

<u>Stock No.</u>	<u>Tab</u>	<u>Size</u>	<u>Insert Size</u>
H-15-1/3	1/5 cut (AG)	7 3/8 x 3 5/8	1 1/8 x 1/3

(Blank tab inserts are provided free with each box of Guide Cards.)

(Positions one and two reverse to provide 4th or 5th positions as infrequently required.)

- b. One thousand (1,000) Stock Printed Alphabetical Inserts with 1,000 sub-divisions to fit above guides H-15 1/3 positions one and two only.

- c. Three hundred and twenty-five (325) specially typed inserts on appropriate size inserts to fit the following size guide card tabs:

125 common names (List A) for 1/3 cut (AG)
center position H-13-1/3
100 Common Initials (List B) for 1/5 cut (AG)
fourth position H-15-1/3
100 group endings (List C) for 1/5 cut (AG) fifth
position H-15-1/3

- d. Three hundred and fifty guide cards (350 cards)
(7 boxes) for the above specially typed inserts:

<u>Amount</u>	<u>Stock #</u>	<u>Tab</u>	<u>Position</u>	<u>Size</u>	<u>Insert</u>
150 cards (3 boxes)	H-13-1/3	1/3 cut(AG)	Center (2nd)	7 3/8x3 5/8	2x1/3
100 cards (2 boxes)	H-15-1/3	1/5 cut(AG)	4th pos.	7 3/8x3 5/8	11/8x1/3
100 cards (2 boxes)	H-15-1/3	1/5 cut(AG)	5th pos.	7 3/8x3 5/8	

2. Research with the companies (Diebold, Remington Rand and AICO) has indicated the following to be the most satisfactory local vendor for the supplies in this case:

Local Vendor:

D. N. Owens Company
820 13th Street, N. W.
Washington, D. C.
Phone: DI 7-6967, Attention: Mr. W. S. Burke

Product Name:

AICO Horizontal Tabulating Guides
by G. J. Aigner Company
426 S. Clinton Street
Chicago 7, Illinois

Estimated Costs:

1,000 A-Z Sub-divisions	\$ 40.00
325 Bulletin Typed Names, etc.	15.00
2,850 Guide Cards	170.00
	<u>\$225.00</u>

3. Please requisition the foregoing as soon as possible.
The attached catalog is attached for your convenient reference to items
on pages 2 and 8.


Records Management Officer, OS

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Attachments:

List A - Common Names
List B-C - Initials and end.
Catalog
Referenced Memo